



CITY OF ALBANY
HUMAN RESOURCES
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PLEASE POST CONSPICUOUSLY

February 14, 2018

TO: All City of Albany Departments & Divisions

SUBJECT: Notice of Job Opening –

Business Systems Analyst
Department of Information Technology

The **Department of Information Technology** has one (1) vacancy for the position of **Business Systems Analyst** at a rate, **commensurate with experience**, up to **\$65,000/year @ 37.5 hours/week.**

Applicants must meet the requirements as outlined in the attached job description. This position is a competitive class Civil Service position that may be filled on a provisional basis pending the outcome of the Civil Service examination.

Anyone who is interested in applying for this job should submit an application to the City of Albany, Department of Human Resources, City Hall, Room 301, Albany, NY 12207 or via e-mail to hr@albanyny.gov to be received in the office no later than 5:00 p.m. **Thursday, March 15, 2018.**

EFFECTIVE 2/26/15 LOCAL LAW F – 2014

Section 62-1 of Chapter 62 of the Code of the City of Albany.

D. Residency for new employees. Except as otherwise provided by the section, the Common Council hereby establishes a residency requirement for all prospective employees of the City. Every person initially employed by the City of Albany, shall, as a qualification of employment, be or become a resident of the City of Albany within 180 days of the date of initial appointment for said City. Furthermore, employees hired after the effective date of this section shall continue to be a resident of the City of Albany throughout their employment with the City, and the failure to move into the City, shall be deemed a voluntary resignation. The City may require annual proof of residency from affected employees.

PLEASE POST FOR 20 (TWENTY) BUSINESS DAYS UNTIL

THURSDAY, MARCH 15, 2018.

An Equal Opportunity /Affirmative Action Employer

BUSINESS SYSTEMS ANALYST

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class is responsible for the development of information systems through review, assessment, and development of business processes with a focus on the effective use of resources, both people and technology. This includes assessing technology needs and determining where improvements can be made to meet changing business requirements. The incumbent acts as a liaison combining business-planning expertise to analyze and translate a user, department or any other entities business requirements into system deliverables and/or business process changes utilizing available technology where appropriate as well as helping to develop new systems when necessary. Incumbents act as a change agent to help facilitate effective deployments/modifications to current practices, as well as help plan Information Technology strategies to anticipate future needs. Work is performed under this general supervision of the IT department head, with leeway allowed for the use of independent judgement.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Identifies modifications and improvements to enhance system efficiencies and performance of existing system features;
- Maintains system protocols by writing and updating procedures;
- Assist users in understanding their business processes as they relate to current systems;
- Determines operational objectives by studying business functions, gathering information, evaluating requests and proposing recommend solutions;
- Formulates ideas for the proposed system inclusive of organizational factors, financial considerations, viability of the system to meet the needs if the agency and the impact of new or modified system on the organizations;
- Supports system users by interpreting technical information;
- Monitors project progress by tracking activities, attending project meetings, managing change and ensuring systems are fully documented prior to project close;
- Tests and validates system changes to ensure conformance to business requirements and recommends enhancements;
- Analyzes existing system logic difficulties and determines information technology solution;
- Visits user job sites to analyze and offer proposed solution in a production environment;
- Confers with departmental, agency or jurisdiction staff to determine current operations and to define the information processing needs, goals and problems;
- Ensures that documentation Is kept up-to-date periodic review;
- Performs related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Through knowledge of computer programming operations, organization structure, work flow analysis;
- Through knowledge of currently supported system;
- Good knowledge of the principles and practices of system analysis and system design;
- Working knowledge of documentation procedures, testing criteria and security considerations;
- Ability to convey information in a professional manner;
- Ability to communicate effectively with both users and technical personnel;
- Ability to communicate effectively both orally and writing;
- Ability to analyze qualitative and quantitative data;
- Ability to gather data through observation, interview and research;
- Ability to plan and direct the work for others;
- Ability to problem solve by analyzing the entire picture, problem and solution;
- Ability to organize and prioritize projects;
- Ability to plan and supervise the work of others;
- Strong attention to detail;
- Cooperative;
- Initiative;
- Good judgement;
- Resourcefulness;
- Dependability.

MINIMUM QUALIFICATIONS:

- A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in a computer science or closely related field and three (3) years of experience which shall have included project management involving analysis, design, evaluation and implementation of computer-based information systems including one year of supervisory experience; **OR**
- B) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in computer science or closely related field and five (5) years of experience which shall have included project management involving analysis, design, evaluation and implementation of computer-based information systems including one year of supervisory experience; **OR**
- C) Graduation from high school or possession of a high school equivalency diploma and seven (7) years of experience which shall have included project management involving analysis, design, evaluation and implementation of computer-based information systems including one year of supervisory experience; **OR**
- D) An equivalent combination of training and experience as defines by the limits of A), B), and C) above.